



SOUTH CAROLINA DEPARTMENT OF EDUCATION

SCHOOL DISTRICT MEMORANDA

ed.sc.gov



April 19, 2022

Missed last week's memos?

All SCDE weekly memo communications are archived [here](#). Individual memos can be found on the [School District Memoranda Archive](#).

COVID-19 TESTING

DHEC continues to strongly encourage schools to maintain capacity for testing as a preventative measure for increases in cases. Increased disease transmission due to spring break travel may be anticipated during this time. In light of recent increases in cases in Europe and parts of the U.S. due to the BA.2 subvariant, maintaining the ability to respond to potential outbreaks remains important. For those districts and charter schools using vendor tests, please consider using them for additional testing prior to events like prom, field trips, and graduation as an additional precaution. An order form for at-home iHealth COVID-19 Antigen Rapid test kits was sent via email to district superintendents, charter school principals in the SC Public Charter District and Charter Institute at Erskine, and district nurses. If your school or district has not ordered tests, consider making use of this opportunity to provide at-home tests for students and staff. If you did not receive the order form in error, please contact Kendra Neely at Covid19SCschools@dhec.sc.gov.

EMPLOYMENT

New Procedures for Requirements to Employ Retired Individuals for School Year 2022-23

AUDIENCE: District Superintendents, Human Resource Directors, District Web Access Coordinators, District Business Officials

CONTACT: retireewaiver@ed.sc.gov

On March 22, 2022, school districts received an email through the Office of Communications that the South Carolina Department of Education (SCDE) will soon implement a method through the Web Application Portal to process Assurances for Meeting the Requirements to Employ Retired Individuals. We requested that the District Superintendent (Retiree Waiver Superintendent) and the Superintendent's designee (Retiree Assurance Form Submitter) create user roles for the submission of retiree assurance forms by March 31. Only the superintendent or the superintendent's designee can sign and submit the assurance forms for verification. User roles can be requested through your district Web Access Coordinator (WAC), or roles can be assigned by submitting an eSupport Request on the SCDE web

applications portal. The title for this role has been identified as “Retiree Assurance Form Submitter” in the Access Management Tool (AMT) and the District and Entity Information Management (DEIM) system.

The Project and Application Management team are in the final stages of developing the on-line form. Please make sure that your district has assigned user roles for this process. The following link provides additional information on [School Year 2022-23 Assurance Forms for Retired Educators](#).

[New Procedures for Requirements to Employ Retired Individuals for School Year 2022-23 - Memo](#) PDF (134 KB)

TUTORING

Free Tutoring Services

AUDIENCE: District Superintendents, District Instructional Leaders, Principals

CONTACT: David Mathis, dmathis@ed.sc.gov

As we move into the last few months of the school year, some students may find themselves in need of additional academic support. The South Carolina Department of Education (SCDE) and the South Carolina State Library (SCSL) are partnering to offer free online tutoring services, provided by Tutor.com, to any student in South Carolina. In addition to tutoring in content areas, students may also drop off papers for review, seek help in test preparation, or ask specific questions about their work. The around-the-clock service is available seven days per week.

The link provided here, [Accessing Tutor.com via Discus | Discus \(scdiscus.org\)](#), provides an explanation on how to access the online tutoring service through Discus which is the SCSL's electronic library. Please share this information with teachers and parents who may want to take advantage of the free service.

[Free Tutoring Services - Memo](#) PDF (26 KB)

